GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Rules - The Andhra Pradesh Teachers (Regulation of Transfers) Rules 2015-16 - Orders – Issued - Regarding

---

EDUCATION (SER.II) DEPARTMENT

G.O.Ms.No. 63 Dated:31.08.2015
Read:

Ref : CSE Lr. Rc.No.800/Esst.III/2015, Dated: 20.08.2015.

<<<$>>>

O R D E R :

In order to facilitate and regulate the transfers of Headmasters Grade II Gazetted and teachers working in Government / ZPP / MPP schools in Andhra Pradesh School Education Service and Andhra Pradesh School Education Subordinate Service, Government have decided to issue rules relating to transfers.

Further, Under Right to Education (RTE) Act 2009, every child in age group of 6 to 14 years will have to be provided upto Eight years of Elementary Education on admission to an age appropriate class in the vicinity of his / her neighborhood. Further, there is a need to rationalize the staff in schools and posts in Primary and Upper Primary as there are some schools with over strength of students vis-à-vis the sanctioned teaching posts and on the other hand some schools with uneconomic strength of students with more teachers. Government also desired to ensure appropriate school/class level teacher – pupil ratio and strengthen academic monitoring / support to teachers at mandal and divisional level. Keeping the above in view, there is need to regulate the staffing pattern by way of transfers.

Government have decided to call for the applications for transfer of teachers through online and conduct web counseling duly obtaining the options as was done in the transfer counseling of A.P. Model Schools, Admission into DIET-CET etc. The Headmasters/teachers shall apply online in the IP address given for the purpose.

In exercise of the powers conferred by Section 78 and 99 of A.P. Education Act 1982 (Act 1 of 1982) and under Article 309 of the Constitution of India and in supersession of all the earlier Rules and guidelines on transfer of teachers, the Government of Andhra Pradesh hereby makes the following Rules regulating the transfers of the categories of Headmasters Gr.II Gazetted, School Assistants and S.G.T.s and their equivalent categories in the A.P. School Education Service and A.P. School Education Subordinate Service working in the Government Schools and Z.P.P. and MPP Schools in the State.

A.P., Teachers (Regulation of Transfers) Rules, 2015 - 16

1. Short Title and Applicability:

(1) These rules may be called the Andhra Pradesh Teachers (Regulation of Transfers) Rules, 2015-16.

(2) These rules shall be applicable to Headmaster Gr.-II Gazetted in Andhra Pradesh School Education Service and School Assistants / Secondary Grade Teachers and other equivalent categories in Andhra Pradesh School Education Subordinate Service, herein after referred to as Teacher in these Rules.

(3) These rules shall come into force with immediate effect.

2. Transfer Counselling

All the transfers shall be processed by applications filed and options exercised through an online processes.
Transfer orders will be issued by the Transfer Committees constituted for each district / zone.

3. Schedule of Transfer

The Commissioner of School Education, shall draw schedule and communicate the same to the competent authorities for effecting transfers from time to time.

4. Competent Authority for postings & Transfers

The appointing authority concerned shall issue transfer and posting orders based on the web options exercised by the Teacher by the Committee constituted for the purpose.

5. Criteria for Transfers

(1) The following categories of Headmaster Gr.II Gazetted / Teacher in the Government / ZPP /MPP shall be transferred.

(a) Those Teachers who have completed 8 years' service in a particular school and **the Headmasters Gr-II who have completed 5 years of in particular school as on 1st August (for the transfer year 2015-16 the cutoff date would be 1st August) shall be** compulsorily transferred.

- Provided those who are going to retire within two (2) years from 1st August of the year shall not be shifted until and unless the incumbent requests for such transfer

(b) The male Headmaster Grade-II/Teacher aged below 50 years as on 1st August of the year and working in Girls High School.

(2) If no women HMs / Teachers are available to work in Girls High Schools, then male HMs / Teachers who are over and above 50 years of age may be considered for posting to such schools.

(3) Headmaster Gr.II Gazetted/Teacher who has completed a minimum period of two years-service in a School as on 1st August 2015 of the year shall be eligible to apply for transfer.

(4) The teachers shifted under Rationalization i.e. Primary Schools and Upper Primary Schools and SGTs in High Schools (provided if required number of teacher posts are sanctioned in High Schools) shall participate in the Transfers Counseling regardless of years of service in the station.

(5) The Headmasters Gr.II Gazetted/Teacher who have completed 8 years' service as NCC officer should be posted in a vacancy in a school where there is NCC unit. If there is no vacancy, they may be posted in a school where there is no NCC Unit, so that the NCC teacher may open a new NCC unit in the school.

(6) All transfers shall be effected from within the Present Management, Agency Area to Agency Area, Plain Area to Plain Area.

(7) Preference shall be given to HM Gr II, who have studied Urdu Language as 1st Language/Urdu as main subject to Urdu Medium Schools.

6. **Entitlement Points - Common Points**

(a) Entitlement of points shall be awarded to the Headmaster Gr.II Gazetted / Teacher who applies for transfer in the

following manner

(b) For service in the present school, basing on its location, as per the following scale, as on 1st August 2015 of the year

(i)	Service in category IV areas	Five (5) Points for every year of service
(ii)	Service in Category III areas	Three (3) points per every year of service
(iii)	Service in the Category II areas	Two (2) points per every year of service
(iv)	Service in the Category I areas	One (1) point per every year of service

(c) The Habitations / Towns shall be classified under following categories, viz,,

Category – I	All Habitations / Towns where 20% and above HRA is admissible
Category –II	All Habitations / Towns where 14.5% HRA is admissible
Category –III	All Habitations / Towns where 12% HRA is admissible
Category-IV	All Habitations where 12% HRA is admissible, and which do not have connectivity through an all-weather road as per the norms of Panchayat Raj (Engineering) Department

(d) i) The District Collector shall publish the list of habitations in the district which do not have connectivity through an all-weather road as per the norms of Panchayat Raj (Engineering) Department in consultation with the Superintendent Engineer, P.R. of the district for this purpose, and the same shall be final.

ii) For the Service rendered: 0.5 point for every year of completed service in the total service in all categories as on 1st August 2015 of the year

6.A. **Performance Related Points**		**Entitlement**
(a)	The teachers who secured National or State award issued by the Central / State Government can be availed only once in the 8 year period.	**5 points**

6.B. Institution Related Performance

(a)	Increase in previous year's enrolment by 10- 20% is ensured during each of the last 2 years	As per Child Info data base for the school	2
(b)	Attendance of children in a school by average year wise	Above 95%	2
		90% – 95%	1
(c)	100% Transition of children within their school or catchment area Govt. Schools 5th to 6th class 7th to 8th class 8th to 9th class	- HM certificate - Counter certified by Dy.EO/MEO	3

		a) Marks of A and A+ grade obtained by students in Class III, V & VIII in a school in the Annual Assessment Survey for that year AAS 2015.	If 80% and above students in the class got A and A+	2
			If 70% to 79.99% students got B+	1
	(d)	School Average performance in SSC Exam	- HM certificate - Counter certified by Dy. EO Cross verified with DG (Examinations)	
		95% to 100% pass percentage		2
		90 -94.99%		1
6.C.	**Individual Related Performance Points**			
	(a)	Teacher attendance in the institution at present cadre	- HM certificate - Counter certified by Dy.EO/MEO	
		Above 95% attendance of total no. of working days for last 2 years		3
		90% -94.99% attendance of total no. of working days for last 2 years		2
	(b)	If the children of Govt. teacher are studying during the last 2 years in Govt./Aided schools (If both are working as teachers, one of the spouse will be entitled for these points)	Self-Certification Counter certified by Dy.EO/MEO with Aadhaar seeded child info	2
	(c)	Initiative in raising of funds/ material/property/infrastructure for developing the school (last 2 years only)	- HM certificate - Counter certified by Dy.EO/MEO	
		Worth of more than 3 lakhs		3
		2 – 2.99 lakhs		2
		1 – 1.99 lakhs		1
	(d)	Performance in SSC Results		
		100% pass in concerned subject.		3
		90% and above pass		2
	(e)	Participation of children in **competitions** at District/ State Level from the schools a) Essay writing b) Elocution c) Drawing d) Quiz, etc. Points to be given to the HM & concerned Teacher	- HM certificate - Counter certified by Dy.EO/MEO	1

(f)	Participation in **sport & games** : Points to be gives both for PET/HM	- HM certificate - Counter certified by Dy.EO/MEO	
	National		3
	State		2
	Zonal / District		1
(g)	If teacher is residing at working habitation for last 2 years (applicable to HM / Teacher working in category IV schools only).	Self-Certification Counter certified by Dy.EO/MEO	2
(h)	Conduct of science exhibition at school level with local contribution inviting neighboring schools in the Mandal a) Science Projects/Shows b) Green Crops & Environment c) Arts	Counter certified by Dy.EO/MEO	2

Note

i. The criteria for determination of the above performance parameters shall be two preceding academic years.

ii. Above all should be Certified by the HM & Counter signed by MEO/Dy.E.O.

iii. Applicable to the HM / concerned Teachers.

7. Special Points (Extra Points):

(1)	The President and General Secretary of the recognized Teachers' Unions at the State and District Levels.	10 points
(2)	Un-married Headmistress Gr.II / unmarried female Teacher	10 Points
(3)	Headmaster Gr.II Gazetted / Teacher, whose spouse is working in State Government or Central Government or Public Sector undertaking or Local Body or Aided Institution in the same District and opted for transfer nearer to and towards the place of working of his/her spouse, Benefit of spouse points shall be applicable to one of the spouses once in 8 years, and an entry shall be made in this regard in SR. A copy of certificate issued by the competent authority shall be enclosed to the check list to consider cases under this category	10 Points
(4)	Headmaster Gr.II Gazetted Teacher who is working as NCC Officer, if they have completed 8 years' service in the school	10 Points
(5)	Headmaster/teacher who are enthusiastic and have inclination to teach in English Medium in English Medium schools / Parallel	5 Points

sections

(6) Teachers who are Physical Science teachers and who opt to teach Mathematics permanently in future and who have the requisite qualification — 5 Points

(7) Teachers/HMs willing to opt for difficult and remote area schools — 5 Points

8. Rationalization Points

The teachers who are affected by rationalization process they are eligible for extra points over and above already secured. The teachers who have completed 8 years' service are not eligible. — 10 Points

9. In case of a Tie in Points Secured

In case the entitlement points two or more applicants are equal, the inter-se seniority shall be determined as below:

(a) Applicants having disability of more than 40% but less than 70% (Ortho-handicap. / Visually challenged/ Hearing Impaired) shall take priority

(b) Subject to the above, the seniority in the cadre shall be taken into account

(c) Priority to the candidate basing on the date of birth (Senior) besides rule (a) and (b).

10. Minus Points:

(a) If disciplinary action is initiated for irregular attendance/ Unauthorized absence, not completing syllabus, indiscipline etc. by competent authority

(i) Major penalty awarded — 5 Points

(ii) Minor Penalty Awarded — 3 Points

(b) 10th Class Pass Percentage is less than 30% — 5 Points

(c) The Headmaster Grade-II and the concerned subject Teacher of the school in which the pass percentage in the S.S.C. Public Exam (March) is less than 30% — 5 Points

11. Preferential Categories

The following categories shall take precedence in the seniority list, in the order given below, irrespective of their entitlement points.

(a) Physically handicapped i.e., those with not less than 70% orthopedically-handicapped / Visually challenged/Hearing Impaired.

(b) Widows

(c) Legally Separated Women

(d) Headmaster Gr.II Gazetted / Teacher who is suffering with the following diseases, in which he/she is undergoing treatment:

i. Cancer
ii. Open Heart Surgery, including Stunts
iii. Neuro Surgery
iv. Bone TB
v. Kidney Transplantation / Dialysis
vi. Neuro- Surgery

vii. Back-ach Surgery (Spinal Chord Plates diseases)
viii. Losses of Platelets in Blood

(e) Applicants with dependents i.e., Mother, Father, children, Spouse who are mentally retarded and are undergoing treatment

(f) Children suffering with holes in the heart by birth and undergoing medical treatment available only at specified places to which they are seeking transfers

(g) Applicants with dependent children suffering from Juvenile Diabetes

Note 1: For the purpose of (a, d, e & f) above, a copy of the certificate issued by a competent authority i.e., District Medical Board / State Medical Board should be enclosed to the application for consideration of preferential categories. However candidates selected under PH quota and recorded in SR need not furnish any fresh certificate.

Note 2: The Headmaster Grade-II Gazetted / Teachers should avail either the preferential category (Rule 8) or the special points Rule 7 (1 to 6) once in 8 years and an entry be made in SR.

Note 3: The teachers who have availed the preferential category or spouse category in the earlier transfer counselling and now shifted under Rationalization without completion of 8 years of service shall be given the respective benefits / entitlement points along with the Rationalization points.

(h) Teachers shall exercise their option for their willingness to teach in English medium in the English Medium High Schools / English Medium Parallel High Schools. They shall be treated as English Medium teachers and will be posted for teaching in English medium henceforth. The required training will be provided. Preference will be given to the teachers who exercise the option for posting in the said school. Transfer shall be issued to the extent of requirement in the Schools.

(i) **Where there is dearth of Mathematics Teachers, the School Assistants (Physical Science) who are willing / opt to teach the Mathematic subject permanently / continuously in future shall be treated as a Mathematics teacher.** Posting shall be issued to the extent of requirement in the Schools.

12. Notification of vacancies:

(1) The following vacancies shall be notified for the purpose of counseling:

(a) All the existing clear vacancies, except the leave vacancies.

(b) Resultant vacancies after rationalization

(c) All the vacancies arising due to compulsory transfers as per Rule V.

(d) Resultant vacancies arising during counseling.

(2) After assessing additional requirement, additional Posts/Teachers to be provided to ensure School and Class level Teacher Pupil Ratio & for strengthening academic monitoring

I. For upgraded UP Schools, where enrolment justifies allocation of additional teachers

II. For High Schools where the class strength is over 50 students

(3) The competent authorities shall notify the vacancies with

the approval of District Collector (District Cadres) or Commissioner and Director of School Education (Zonal Cadre), as the case may be after duly affecting rationalization by taking into consideration of teacher pupil ratio as notified by Government under rationalization from time to time.

13. Publication of vacancies and seniority list:

(1) The following lists shall be published in the website specified for the purpose and also displayed at the O/o Regional Joint Director of School Education and District Educational Officer concerned:

(a) The lists of category wise schools (category I, II, III and IV),

(b) The School wise vacancy position of Headmaster Gr.II Gazetted/School Assistant/Secondary Grade Teacher and equivalent categories for counseling.

(c) Subject to the procedure prescribed in clause (2) below, the list of names of the Headmaster Gr.II Gazetted / Teacher who applied for transfer with entitlement points.

(2) After the last date for applying for transfers as per schedule, the seniority list shall be prepared, using software for generating the entitlement points management wise, category wise, subject wise, medium wise and the seniority list with entitlement points shall be published in the website specified for the purpose and also on the notice board of District Educational Officer /Regional Joint Director of School Education.

14. Online Application

(1) The Headmasters/teachers shall apply for transfer in the prescribed online services for web based allotment at https://cse.ap.gov.in

(2) Only online applications received through the website will be considered for transfer.

(3) The applicants shall thereafter obtain the printout of the application from the specified website and submit the same duly signed to their respective authorities, *viz.*, Mandal Educational Officer/Headmaster High School/Deputy Educational Officer, as the case may be. (This is only for verification – hard copies are not processed for transfer).

(4) The Headmaster Gr.II Gazetted / Teacher who is eligible as per the criteria prescribed in Rule 5 may apply online through website specified for the purpose in the prescribed proforma and the particulars furnished in the proforma shall be final and no modification shall be allowed.

(5) An applicant seeking to apply under Preferential categories / spouse category shall also submit along with application the latest certificate from the competent authority in that regard.

(6) After receipt of applications, the authorities concerned shall display the provisional seniority lists and call for objections if any. After redressing the objections / grievances, the authority shall display the final seniority along with the entitlement points in the website / notice board.

(7) Once the Headmaster / teacher submits an application through online it shall be final. No teacher is allowed to apply twice on online

(8) If any Headmaster Gr.II Gazetted / Teacher who is compulsorily transferable under Rule 5 does not apply

online or having applied does not attend the counselling (physical or online), he/she will be transferred to the available left over needy vacancies.

15. Receipt and disposal of objections:

(1) Objections if any in respect of the seniority list and entitlement points published as per Rule 13 (2) may be filed online. The District Educational Officer / Regional Joint Director of School Education, as the case may be, by any applicant together with evidence in support of such objection within the time specified for this purpose in the schedule.

(2) The District Educational Officer / Regional Joint Director of School Education, as the case may be, shall cause verification of all objections and pass orders disposing of the same. In cases where objections are upheld, the District Educational Officer/ Regional Joint Director of School Education shall cause the necessary corrections in the seniority list and publish the same on the website.

16. Counselling

(1) Transfers and postings of Headmasters/Teachers shall be done on the basis of entitlement and performance points as specified in these rules.

(2) After finalization of seniority lists and notification of vacancies Options shall have to be exercised by the teachers through web based counseling / option.

(3) Transfer orders shall be issued by the respective Committee on the basis of the final lists drawn online duly following the above procedure.

17. Committee for Transfers

The following committees are constituted for the purpose of issue of transfers.

(1) **For Transfer of Head Master Gr. II Gazetted in Government High Schools**

a) Senior Officer of the Department nominated by the Director of School Education, not below the rank of a Joint Director.
b) The Regional Joint Director of School Education concerned or his nominee as the Member Secretary
c) The District Educational Officer concerned as a Member.

Note

(i) The senior most officer shall be the Chairman of the Committee.

(ii) The Committee shall be the competent authority for transfer of all Headmaster Gr.II Gazetted in the Government High Schools in the respective Zone. The transfer shall be effected within the Zone by way of counselling.

(iii) The Regional Joint Director of School Education concerned shall be the competent authority to issue posting and transfer orders of the Headmasters Gr.II Gazetted working in Government High Schools, after the approval by the Committee

(2) **For Transfer of Head Master Gr. II Gazetted in Zilla Parishad High Schools:**

a) Chairman, Zilla Parishad /Special Officer– Chairman
b) Collector/ Joint Collector – Member
c) RJDSE or his nominee -- Member Secretary
d) Chief Executive Officer- Z.P. – Member

Note:

(i) The Committee shall be the competent authority for transfer of all Headmaster Gr.II Gazetted in the ZP High Schools in the District

(ii) The Regional Joint Director of School Education concerned shall be the competent authority to issue transfer orders of the Headmasters Gr.II Gazetted working in ZP High Schools, after the approval by the Committee.

(3) **For Transfer of Teachers in Government High Schools**

a) Collector / Joint Collector -- Chairman
b) Chief Executive Officer Z. P. - - Member
c) District Educational Officer – Member Secretary

(4) **For Transfer of Teachers in Zilla Parishad / MPP Schools**

a) Chairman, ZP /Special Officer – Chairman
b) Collector / Joint Collector -- Member
c) Chief Executive Officer Z. P. - - Member
d) District Educational Officer – Member Secretary

Note: The District Educational Officer concerned shall be competent authority to issue transfer orders to all the teachers working in the Government Schools and ZPP / MPP Schools after the approval by the Committee.

18. Issue of Transfer Orders:

(1) Based on the web options and issue of orders by the respective committees, the appointing authorities concerned shall issue posting orders to all the HMs /Teachers of one category in one proceedings only, duly enclosing the names of the teachers transferred and places of postings on transfer in one annexure. No individual transfer orders shall be issued.

(2) The teacher / HM who are to be compulsorily transferred and who do not apply for counseling, shall be given posting orders in absentia to the left over needy vacancies at the end of the web counseling of that particular category of teachers.

(3) Headmaster Gr.II Gazetted / Teacher shall not be posted in the Schools located in the same Gram Panchayat, If they completed 8 years of service.

(4) Once transfer orders are issued by the competent authority with the approval of the committee, review or modification of orders shall not be considered, either by the committee or by the competent authority.

(5) In all the orders of the transfer the condition is to be included that the orders shall be subject to outcome of SLP in Supreme Court of India and other pending cases.

(6) The transfers effected shall be displayed on website and also at the office of Regional Joint Director of School Education, District Educational Officer and ZP after completion of counseling.

19. Date of Relief and Joining:

(1) The Headmaster Gr.II Gazetted / Teacher who are on transfer shall be relieved within 7 days from the present place of working on receipt of the transfer orders and he / she shall join in the new school where they are posted on the next day of issue / receipt of orders.

Provided the Teachers (including subject teachers) who are transferred under Transfer Counseling shall be relieved subject to the condition that there shall be 50% of regular teachers (fraction shall be treated as One) working in the school and also only the senior most Teachers (including subject teachers) shall be relieved.

Examples:

i. If only one Teacher (including subject teachers) is working in the School and got transfer he / she shall not be relieved without substitute

ii. If two Teachers (including subject teachers) are working in the School and got transfer, the junior in the school shall not be relieved without substitute.

iii. If three Teachers (including subject teachers) are working in the School and got transfer, the two juniors in the school shall not be relieved without substitute.

iv. If four Teachers (including subject teachers) are working in the school and got transfer, the two juniors in the school shall not be relieved without substitute.

v. Likewise, if eleven Teachers (including subject teachers) are working in the school and got transfer, the six juniors in the school shall not be relieved without substitute.

(2) A Headmaster Gr.II Gazetted / Teacher who does not so join cannot claim compulsory wait, under any circumstances, for any reason.

20. Appeal:

(1) An appeal against the orders of the District Educational Officer shall lie with the Regional Joint Director of School Education concerned, and an appeal against the orders of the Regional Joint Director of School Education shall lie with the Commissioner and Director of School Education Such appeal should be submitted within 10 days.

(2) All such appeals shall be disposed off by the Appellate authorities concerned within 15 days from the date of receipt of the appeal.

(3) The teachers have any grievance on the transfer counseling should avail all levels of appeal provisions before going for other legal remedies.

21. Revision:

(1) The Commissioner and Director of School Education may either suo-moto or on an application received from any person aggrieved by the orders of the Transfer Committee may call for and examine the records in respect of any proceedings of transfer to satisfy himself about its regularity, legality or propriety. If, in any case, it appears to him that any such proceedings should be revised, modified, annulled or reversed or remitted for reconsideration, he may pass orders accordingly or remand the case with any direction so as to rectify any violation of rules or discrepancy. Such orders shall be implemented by the authority concerned.

(2) The Commissioner & Director of School Education may stay the implementation of any such proceedings, pending exercise of its powers under sub-rule (1) above.

(3) Revision exercise and issue orders shall be completed within 4 weeks from the date of issue of the transfer orders. No extension shall be permissible.

22. Punishment for furnishing false Information & violation of Rules

(1) Anybody who has submitted false information and certificates, and the officers, who have countersigned such false information, shall be liable for disciplinary action in addition to prosecution, as per rules.

(2) The Member-Secretary who has issued orders in violation

of these rules or instructions issued by Director of School Education from time to time in the matter shall be liable for disciplinary action as per rules.

(3) The transfer orders, once issued and the appeals are disposed off and revision orders issued, shall be honoured. And the HM/Teachers shall join the place of posting without any further delay. Any eligible leave shall be granted by the respective authority only for special cases and on humanitarian grounds. For any unauthorized absence "no work-no pay' provision shall apply.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.P.SISODIA
SECRETARY TO GOVERNMENT

To

The Director, Printing, Stationery and Stores Purchases, AP, Hyderabad
for publication in the AP extra-ordinary Gazzettee,
and for supply of 1500 copies)
The Commissioner & Director of School Education, AP, Hyderabad
All Regional Joint Directors of School Education
All the District Collectors
All the District Educational Officers.

Copy to:

The General Administration (Ser) Department / Finance Department /
MA & UD Department / PR & RD Department / Social Welfare Department.
The Commissioner, Panchayat Raj / Commissioner & Director,
Municipal Administration / Commissioner, Social Welfare / Tribal Welfare, Hyderabad.
All Sections in School Education Department
All Recognized Teachers Associations in the State, through the Director of School Education, Hyderabad.
The Joint Secretary to Chief Minister
The PS to Minister for (HRD).
PS to Principal Secretary (SE).
SF/SC

// FORWARDED BY :: ORDER //

SECTION OFFICER